



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Central Registry Unit

Division: Division of Senior and Disability Services

Sub-Section:

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**TITLE:** CRANE Files

**CUTOFF:** End of calendar year in which report is published

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**DESCRIPTION:** Monthly, quarterly, and annual Central Registry for Abuse, Neglect, and Exploitation (CRANE) reports and related records. CRANE reports are used as statistical references for the Abuse, Neglect, Exploitation (ANE) Report (Crying Eye Report) and to conduct analyses of hotline reports, investigative outcomes, and services.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:** CRANE information is available via the Case Compass system.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24054

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

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